



Police Property Specialist I/II

Application Deadline: May 31, 2016 - 11:59 PM

Annual Salary PPS/I: \$43,846.40 - \$53,352.00

Annual Salary PPS/II: \$45,822.40 - \$55,640.00

The San José Police Department is currently recruiting to fill Police Property Specialist I/II positions. The mission of the San José Police Department is to create safe places to live, work and learn through community partnerships.

THE POSITION

The San José Police Department is seeking an individual with experience in inventory control or warehousing to work in our Central Supply Unit or the Property and Evidence Facility. This is the entry level position in the Police Property Specialist job classification series.

Central Supply is responsible for receiving evidence, maintaining the chain of evidence and processing property with accuracy to meet department guidelines. Staff will verify, confirm and correct all entries to detail in the database. Central Supply is responsible for the disposal and/or return of property to the rightful owners in accordance with applicable provisions of Federal, State and City Codes and Ordinances. Central Supply is also responsible for the distribution and collection of Police Officer safety equipment. Multi-tasking and attention to detail are key requirements. Central Supply is open 7 days a week 24 hours a day including holidays. The successful candidate must be flexible and may be assigned to Midnight, Swing or Day Shift and may be given any two consecutive days off. Central Supply work shifts are 9 hrs. There is a 3rd consecutive day off every other week. Staff may be subject to mandatory holdovers to support the needs of patrol.

The Police Property and Evidence Facility is responsible for the processing, data entry, storage and disposition of all property booked in by San José Police officers. All property is handled in accordance with applicable provisions of Federal, State and City codes and Ordinances and SJPD Duty Manual.

MINIMUM QUALIFICATIONS

Any combination of training and experience equivalent to:

1. Education: Successful completion of high school, GED or California Proficiency Certificate.
2. Experience
 - Police Property Specialist I: Six (6) months performing stores related duties (such as receiving, stocking, and inventory management).
 - Police Property Specialist II: Two (2) years of experience in receiving, storing, and disposing of evidence and property at a level equivalent to Police Property Specialist I. There shall be no substitution of additional education for the required experience.
4. License/Certificates: Possession of a valid driver's license authorizing operation of a motor vehicle in California.
5. Employment Eligibility: Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San José will not prepare or file a labor condition application with the Department of Labor.
6. Background: Pass police background investigation, which may include a polygraph examination.